

Northeast Ohio Regional Library System

Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, Ohio 44087

Minutes of the Board Meeting held Tuesday, September 18, 2018

Call to Order

Vice President/President-Elect Kimberly Garret called the meeting to order at 11:21 am.

Roll Call

Board members present: Michelle Alleman, Leslie Cade, Kimberly Garrett, Beth Hatch, Laura Leonard, Tracee Murphy, William Rutger, James Tolbert, Chuck Vesej, Jim Wilkins. Absent were: Aimee deChambeau, Valerie Kocin, Chris May, Anita Woods, Joe Zapitello
Staff members present: Betsy Lantz, Debbie Blair. Guest Joey Fabian from OELMA.

Approval of Agenda

Jim Wilkins made the motion, seconded by Michelle Alleman to approve the agenda as presented. The motion passed by voice vote.

Minutes

James Tolbert moved, and Leslie Cade seconded that the minutes of the July 17, 2018 meeting be approved. The motion passed by unanimous voice vote.

Correspondence

Betsy Lantz received an email from Anita Woods on September 17, 2018 informing Betsy that she is no longer able to serve on the NEO-RLS Board as she is no longer employed by the Westlake Porter Public Library.

Fiscal Officer Report

Debbie presented a written report and financial reports for July 18-September 17, 2018.

- She has been working with NEOTHINK to resolve the Internet situation in the new office location.
- The revenue is down by 13% compared to last year but she feels that this can be attributed to the mail service problems experienced since moving.
- In addition to the Internet, the Intranet problem is causing problems with the accounting software, which also means she has not been able to send out receivables (past due reminders.)
- 79% of the libraries have paid their dues as of September 18, 2018.
- For this meeting, we will only have the July Financials. The ability to access the system has made entering checks, etc. impossible.
- The report to the State Auditor was in the packet including the notes.

Fund Balances 7/31/2018

Local	\$1, 075 996.75
State	24,347.00
LSTA	6,634.00
Capital & Tech	2,930.42
Group Purchasing Fund	<u>52.82</u>
Total:	\$1,109,969.99

Michelle Alleman moved, and Beth Hatch seconded to approve the financial reports. The motion passed unanimously by roll call vote.

The target date for getting Internet service up and running is October 1 or 2 according to Karl and OPLIN.

Executive Director Report

Betsy submitted a written report and also reported:

- Betsy thanked the staff for their efforts in moving in a matter of five weeks. Everyone worked hard and as a team without complaints. Staff did whatever needed to be done. Major events occurred during this time including the Opioid Crisis Seminar. Melissa had to perform webinars from home. Betsy is very appreciative of their efforts and commitment to NEO-RLS.
- The office space, despite the mail and internet issues, is working out well. It is very functional, has working desks and the neighborhood is quieter. The move will save approximately \$12,000 a year.
- October 4, 2018. Staff will meet with International Affairs Office representative from the University of Akron, and five librarians visiting from Mongolia. They are interested in the regional model.
- Eric Resnis-President of the Academic Library Association of Ohio is interested in collaborating with NEO-RLS.
- Holly and Betsy attended a meeting at the “think[box]” at CWRU. Case Western Reserve University is interested in co-sponsoring the Emerging Tech Symposium in 2020 around the theme of proto-typing. All seven floors will be open to attendees as it will be held when school is not in session. It will involve interactive experiences and a key note speaker.
- Nancy Currie is preparing for our strategic planning meeting.
- Joe Fabian from OELMA is present as NEO-RLS has submitted a proposal to offer a’ la carte services or full management services and he is viewing the organization first hand.

Kim asked Betsy to pass on the Board’s appreciation to the staff for all their hard work during the move.

Education and Events Coordinator Report

- Melissa submitted a written report. In addition, Betsy reported for her:
- Staff Day on October 8 has 11 libraries and 332 participants. There will be 24 breakouts and a keynote speaker.
- They do need volunteers to help with transitions that day. Several students and staff from the iSchool will be assisting.
- Going forward NEO-RLS will have to set deadline for interested parties; and a count that can be handled by four staff members, and perhaps consider charging a nominal amount even to Gold Members above and beyond the food costs.
- Both Michelle Alleman and Beth Hatch offered to help.
- January through June 2019 calendar is almost done.
- NEO-RLS is looking to collaborate with SWOM and the Central Ohio Library Consortium on a Collaboration Connection workshop in May 2019. The workshop would be held in southern most part of region.

Research and Innovation Coordinator Report

Holly submitted a written report, in addition, Betsy reported for her that:

- Holly did a break out session at the State Library of Ohio conference and received positive feedback.
- An excess of \$19,996 in LSTA funds was granted to NEO-RLS and all funds had to be encumbered by the end of September. Proposals had to be submitted for each item. Holly has suggested a VR console kit of 29 games that will be circulating along with the console. She has also been able to refresh the other kits and the tech in the Tech Lab.
- Holly has also been working on promotional materials and on the website.
- Steam Kits continue to have high circulation due to the residual effect of the Emerging Tech Symposium.

Board Officers Reports:

Records Retention

The Records Commission met prior to the Board Meeting. Debbie presented an updated Records Retention schedule. The Records Commission added non-financial records that had never been included. Leslie Cade helped, and the online job postings were added.

Board Resolution #2019-12

Jim Wilkins moved, and Tracee Murphy seconded to approve the attached revised Records Retention schedule as recommended by the Records Commission. The motion carried by a unanimous roll call vote.

Committee Reports:

Board Resolution #2019-13

The Finance Committee recommended that the NEO-RLS Board resolve to make the following changes to the fees for 2019 – 2020. All other fees will remain the same.

E-Rate

Refund Amount	Percentage	Minimum
Up to \$8,000	20%	\$500
\$8,001 - \$12,000	13%	NONE
\$12,001 - UP	10%	NONE

The motion carried by a unanimous roll call vote.

New Business:

Board Resolution #2019-14

William Rutger moved, and James Tolbert seconded that the Board hereby approves the use of fund 216 (LSTA Grant), to account for the LSTA funds granted by the State Library of Ohio. The Board further resolves to appropriate \$19,996 from fund 216. The appropriations are outlined below.

(A)	(B)	(C)
REF#	AMOUNT	Account
R-1	\$697.00	X3130 Travel – Conferences
R-2	\$2,547.62	X4210 Professional Collection
R-3	12,714.00	X4970 Special Learning Kits
R-4	\$4,037.38	X3720 Lecturers and Speaker

The motion carried by unanimous roll call vote.

Board Resolution #2019-15

Leslie Cade moved, and Jim Wilkins seconded that the Board resolves to appropriate \$2,900 from the Capital/Technology Fund #410. The appropriations are outlined below.

(A)	(B)	(C)
REF#	AMOUNT	Account
R-1	\$2,900	X5510 Furniture & Equipment

The motion carried by unanimous roll call vote.

Items too late for the agenda

Betsy discussed the final annual report and other fliers that will also be included with the Letters of Intent.

Laura asked for clarification of the costs of the Book Discussion Sets. It is \$200 per annum to borrow a kit of 12 books (one title) a month.

Adjournment

Jim Wilkins moved, and James Tolbert seconded to adjourn the meeting at 11:58 pm. Motion carried by voice vote.

Upcoming Meetings: Location to be announced.

BYLAWS & POLICY COMMITTEE Tuesday, October 16, 2018, 9:30 a.m.

BOARD OF TRUSTEES MEETING Tuesday, October 16, 2018, 11:00 a.m.

Jim Wilkins, President

Date

Laura Leonard, Secretary

Date